

ACTION	Oct-03	Nov-03	Dec-03	Jan-04	Feb-04	Mar-04	Apr-04	May-04	Jun-04	Jul-04	Aug-04	Sep-04	
Accepting Applications	Sign-Up for EQIP is Continuous Throughout the Year												
Logging EQIP Applications	Date Stamp Each Application When it is Received and Determine if All Required Items are Completed												
Sign-Up	Input All Applicants Into SCIMS as Received												
Forward Copy of All EQIP Applications to Farm Service Agency	Barrigada and CNMI Field Offices submit EQIP applications to Tom Camacho, FSA-Guam - American Samoa submit applications to Bill Burns, FSA-Hawaii. Application is page 1 of the CCC-1200. Submit within 5 days of receiving an application. FSA needs 45 days to complete determinations and number assignments.												
Applications Received Report, EEB710-R001			1st Round Final Report EEB710-R001, Dec. 22, 2003		FSA to ProvideThis Report on a Weekly Basis Throughout the Application Process			2nd Round Final Report EEB710-R001 May 24, 2004					
Status Notification - Application	Send Appropriate Status Letter to All FY 2003 EQIP Applicants				1st Round Send Appropriate Status Letter Feb. 9, 2004					2nd Round Send Appropriate Status Letter July 13, 2004		Final Send Appropriate Status Letter to All Applicants Sept. 30, 2004	
Status Notification - Contract						1st Round Send Appropriate Status Letter Mar. 15, 2004					2nd Round Send Appropriate Status Letter Aug.16, 2004		
Meet with Local Work Group(s)	Establish Evaluation Cutoff Date(s) of December 15, 2003 and May 17, 2004		First Cutoff Date, December 15, 2003					Second Cutoff Date May 17, 2004					
FSA to Transfer Prior Year EQIP Contract Files From FSA-Hawaii to Appropriate Pacific Basin Field Office		Receive EQIP Files From FSA Hawaii, November 15, 2003											
Announce Evaluation Cutoff Date													
FSA-Hawaii Generate CCC-1245 for FY 2003 EQIP Applicants				FSA Generates CCC-1245s									
Prepare and Submit Applications for Selection -Field Work. Due 30 Working Days From Last Report EEB710-R001.	1st Round Complete land eligibility, ranking criteria worksheets, total contract cost estimates, etc. by Feb. 2, 2004						2nd Round Complete land eligibility, ranking crieria worksheet, total contract cost estimate, etc. by July 6, 2004						
Select Applications for Conservation Plan Development - SRC	<div>Also include note of past contractual history, history of maintenance of installed practices, planning level attained with cost share practices, etc. for each applicant. This information will be used as selection criteria for applications with equal environmental benefits.</div>				1st Round Selection Report to Field Offices, Feb. 6, 2004	<div>Based on ranking criteria and sufficiency of funds the SRC selects applications for conservation plan development. A report of decisions back to field office in 5 working days.</div>				2nd Round Selection Report to Field Offices by July 12, 2004			
Develop and Submit Conservation Plans, Plan Maps and Complete CCC-1200, Pages 2 & 3 for Each Applicant Selected. 20 Working Days						1st Round Plans Completed by Mar. 5, 2004	<div>Summary Report for All Applications Submitted, is Generated and Provided to Each Field Office in 5 Working Days.</div>					2nd Round Plans Completed by Aug. 6, 2004	
Select and Approve Applications for Contracting -SRC						1st Round Summary Status Report Mar. 12, 2004						2nd Round Summary Status Report Aug. 13, 2004	
Timeline for processing of Fiscal Year 2004 EQIP applications is dependent upon when National Headquarters allocates EQIP funds to the West Regional Office and subsequent allocation of EQIP funds to the Pacific Basin Area Office.													